

DDA Registry  
File 04M2-1

DDA 77-1255

7 March 1977

MEMORANDUM FOR: General Counsel

FROM : [REDACTED]  
Executive Officer, DDA

SUBJECT : Recommendation of the IG Survey of the  
DDA: Requests to Provide Assistance to  
Other Government Agencies

REFERENCES : A. Memo for DDA from IG, dated 27 December  
1976, Subject: Inspector General Survey  
of the Directorate of Administration  
B. Memo for Inspector General from General  
Counsel, dated 22 February 1977, Subject:  
Procedures for Approval of Assistance to  
Other Agencies Pursuant to [REDACTED]

1. Submitted herewith are the responses from DDA  
offices as to which types of requests for assistance from  
other agencies are held within the categories of paragraph 1  
of Annex E, [REDACTED] and/or for which there is precedence as  
to legality and propriety.

2. As you will recall, the recommendation of the IG  
survey of the DDA asks that these types of requests be sub-  
mitted to OGC for their concurrence in delegating approval  
authority to the DDA or responsible officer (as Office  
Directors) to approve these requests.

3. Your early response in this matter is solicited.

[REDACTED]

Attachments

EO/DDA [REDACTED] 1m (7 Mar 77)

Distribution:

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DDA 77-1255

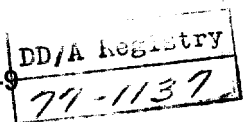
SUBJECT: Recommendation of the IG Survey of the  
DDA: Requests to Provide Assistance to Other  
Government Agencies

Attachments:

1. Memo for EO/DDA from D/OC, dated 1 Mar 77, Subject: Recommendation for Delegation of Approval Authority
2. Memo for EO/DDA from D/ODP, dated 7 Mar 77, Subject: Assistance to Other Government Agencies
3. Memo for EO/DDA from D/OF, dated 4 Mar 77, Subject: Recommendation of the IG Survey of the DDA
4. Memo for DDA from D/OL, dated 1 Mar 77, Subject: CIA Assistance to Other Government Components
5. Memo for EO/DDA from D/OP, dated 3 Mar 77, Subject: Recommendation of the IG Survey of the DDA
6. Memo for EO/DDA from D/OS, dated 4 Mar 77, Subject: Recommendation of the IG Survey of the DDA
7. Memo for EO/DDA from D/OTR, dated 4 Mar 77, Subject: Recommendation of the IG Survey of the DDA
8. Memo for EO/DDA from C/ISAS, dated 25 Feb 77, Subject: ISAS Contacts with Other Government Agencies

Background: Memo for DDA Office Directors and C/ISAS from EO/DDA, dated 9 February 1977, Subject: Recommendation of the IG Survey of the DDA.

~~CONFIDENTIAL~~



DC-M 77-128  
1 MAR 1977

MEMORANDUM FOR: Executive Officer, DDA  
FROM :   
Director of Communications  
SUBJECT : Recommendation for Delegation of Approval  
Authority  
REFERENCE : DDA 77-0739, 9 February 1977

Attached is a listing of the common types of Office of Communications activity for which there is "precedent as to legality and propriety." This list is being forwarded in accordance with reference request.



Attachment:  
As Stated

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Downgrade to Administrative -  
Internal Use Only When  
Separated from Attachment

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ASSISTANCE TO OTHER GOVERNMENT COMPONENTS  
FOR WHICH THERE IS PRECEDENT AS TO LEGALITY AND PROPRIETY

1. Participation in the National Communications System (NCS):
  - a. Provide message handling and secure voice service to other departments and agencies under the National Communications System.
  - b. Provide circuitry for use exclusively by elements of other U.S. Government departments and agencies in cases where capacity is available at Agency facilities and the circuitry can be provided at no cost or at nominal reconfiguration cost.
  - c. Provide communications interfaces between CIA and other Intelligence Community automated information management systems.

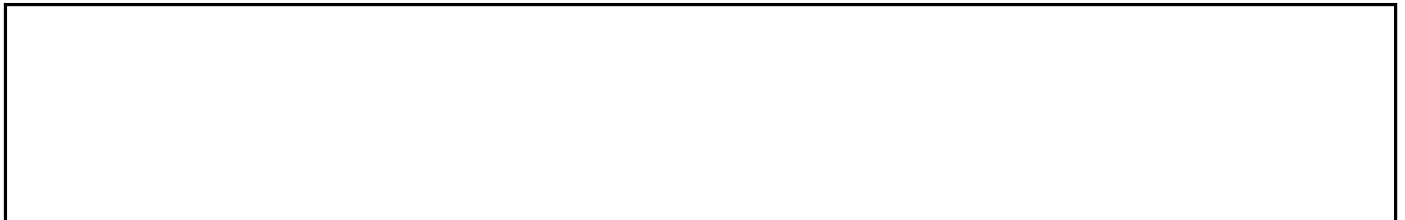
25X1A

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3. Participation in the Intelligence Community communications security effort. This assistance includes participation in the United States Communications Security Board (USCSB), the Special Committee on Compromising Emanations (SCOCE), the Joint Communications Security Distribution and Accounting Working Group (CDAWG), and the COMSEC equipment loan program.

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5. Providing briefings on and demonstration of unique (Agent) equipment and techniques to intelligence elements of the Department of Defense and other components of the Intelligence Community.

6. Providing pouch service for cryptographic material to   or other members of the Intelligence Community in instances where the Agency has cryptographic pouch facilities and the other component does not.

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7. Providing pouch service to Congressional or Executive Branch officials engaged in investigation of the Agency.

8. Providing conference facilities  for use by components of the Intelligence Community. This assistance is provided on a space and facilities available basis and an information copy of the approval document is provided to the Director of Finance when reimbursement is involved.

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9. Use of the  firing range by elements of the U.S. Government.

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ODP 402-77  
7 March 1977

MEMORANDUM FOR: Executive Officer, DDA

FROM : Clifford D. May, Jr.  
Director of Data Processing

SUBJECT : Assistance to Other Government Agencies

REFERENCE : Your memo dtd 9 Feb. 77, subject: "Recommendation of the Inspector General Survey of the Directorate of Administration" (DDA 77-0739)

1. In response to reference memorandum, ODP submits the following as types of assistance to other government agencies for which there is "precedent as to legality and propriety."

a. Descriptive briefings and technical advice concerning unclassified ADP hardware and software used by ODP.

b. Copies of unclassified computer software used by ODP which meets the requirements of the Federal Software Exchange Program for "Common-use software" (see attachment).

2. ODP believes there is sufficient "precedent as to legality and propriety" of these types of assistance because of the approvals that ODP has received for them during the past year, and the emphasis in the Federal Government on exchanging ADP technical information, the program described in the attachment being one example.

3. If you need further information on this subject, please let me know. I am as anxious as anyone to streamline the approval process for these types of assistance.

Clifford D. May, Jr.

Att: a/s

SUBPART 101-32.16

FEDERAL SOFTWARE  
EXCHANGE PROGRAM

101-32.1603(d)

Subpart 101-32.16--Federal Software  
Exchange Program

§ 101-32.1600 Scope of subpart.

This subpart provides policy and procedures describing the Federal Software Exchange Program, the reporting of common-use ADP software to the Federal Software Exchange Center (FSEC), and subsequent use of this information for Government-wide sharing. The Software Exchange Program will gather only computer programs and logically related sets of computer programs. No data files or data bases will be included. No private or personal data will constitute any portion of the computer programs to be reported and exchanged by FSEC. This program, administered by the General Services Administration (GSA), is established to promote the sharing of computer programs and/or other related documentation. While the resources and aid of FSEC/GSA will be extended to users in obtaining information concerning technical problems with software released through FSEC, the ultimate responsibility for successful implementation of all programs rests with the user.

§ 101-32.1601 Applicability.

The provisions of this subpart are applicable to all Federal agencies (as defined in § 101-32.201(a)) having ADP facilities, resources, or requirements. This subpart is applicable to common-use software developed or revised by either Government or contractor personnel. This subpart is not applicable to software that is classified, proprietary, or developed with revolving funds where reimbursement of all costs is required, such as the ADP Fund. Nor is it applicable to software to which the Government does not possess the full rights of ownership.

§ 101-32.1602 Definitions.

Terms used in this subpart are defined as follows:

- (a) "Software" means all programs and routines used to extend the capabilities of computers, as distinct from "hardware" and "firmware." Software includes independent subroutines, related groups of routines, single programs, and sets or systems of programs.
- (b) "Common-use software" means that portion of software which deals with problems common to many agencies, that would be useful to other agencies,

and is written in such a way that minor variations in requirements can be accommodated without significant programming effort. Examples of such software are: management business applications, computer systems support and utility programs, simulators, scientific or engineering applications, programming aids which are application-independent, and bibliographic or textual programs.

(c) "Computer program" means an identifiable series of instructions or statements, in a form acceptable to a computer, prepared to achieve a certain result.

(d) "Automated data system" means a set of logically related computer programs designed to accomplish specific objectives or functions.

(e) "Software summary" means a condensed description or abstract of a computer program or automated data system.

(f) "Federal Software Exchange Center (FSEC)" means an organization established pursuant to the authority of the Administrator of General Services for the collection, announcement, bibliographic control, and dissemination of common-use software among Federal agencies.

(g) "Federal Software Exchange Catalog" means a reference publication, maintained by FSEC, which summarizes information about Government-owned common-use software produced by and for Federal agencies.

§ 101-32.1603 Common-use software.

For the purpose of this subpart, common-use software is that which:

- (a) Satisfies the definition of § 101-32.1602(b).
- (b) Has been tested and proven operational for at least 90 days and is maintained by or for a Federal agency.
- (c) Is composed of stand-alone subroutines, programs, or subsystems; i.e., not dependent on special or unique hardware options or software features unless such options or features can be readily translated or simulated for hardware other than the original and can be similarly useful on different hardware.
- (d) Was developed by Government personnel or through contract or grant with Government funding. If it was developed under contract or grant, all rights of ownership to the software must be vested in the Government.

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**§ 101-32.1601 Program operation and policy guidance.**

The Federal Software Exchange Program is operated by GSA or its authorized representative pursuant to the overall policy guidance and direction of GSA. The regional Agency Services Coordination Divisions of ADTS will handle direct operational contact with agencies as outlined in § 101-32.1609.

**§ 101-32.1605 Program objectives.**

The objectives of the Software Exchange Program are to provide for the:

- (a) Collection of common-use software information.
- (b) Development and maintenance of a listing of common-use software to minimize the redevelopment of programs already tested and in use elsewhere.
- (c) Publication and distribution of a software exchange catalog containing abstracts of common-use software.
- (d) Dissemination of common-use software and/or documentation.
- (e) Reduction of overall costs, time, and use of personnel resources for software acquisition and/or development.

**§ 101-32.1606 Services performed by the Federal Software Exchange Center (FSEC).**

The functions of FSEC include:

- (a) Maintaining a central library of summary descriptions of common-use programs and systems, including a complete index of this inventory and master copies of requested programs, systems, and documentation.
- (b) Editing, screening, and compiling agency abstracts of common-use programs or systems submitted for exchange by Federal agencies.
- (c) Functioning as a central point of contact with agencies for information and dissemination of available software.
- (d) Publishing and distributing the basic Federal Software Exchange Catalog with periodic updates.
- (e) Assisting Federal agencies in identifying currently available software to satisfy their requirements.
- (f) Assisting agencies in obtaining information concerning technical problems with software released through FSEC.
- (g) Notifying agencies of changes to software obtained through FSEC.

**§ 101-32.1607 Agency actions.**

Federal agencies are required to:

- (a) Continually review software within the agency to identify programs or systems which would be of use to other agencies meeting the criteria set forth in § 101-32.1603.

(b) Submit abstracts of programs meeting the criteria in § 101-32.1603 to FSEC, National Technical Information Service, Springfield, VA 22151, on Standard Form (SF) 185, Federal Information Processing Standard Software Summary. Common-use programs and systems meeting the specified criteria will be described and reported to FSEC on a continuing basis. In addition to the instructions on SF 185, the GSA publication, ADP Management Information Systems, ADP MIS Reporting Procedures, Appendices A, D, and E, shall be used for information concerning organization codes, computer manufacturers, and models.

(c) Notify FSEC, using SF 185, of changes to software previously reported. Such changes should have been adequately tested to ensure the effective performance of the software.

(d) Notify FSEC, using SF 185, of previously reported programs that the agency no longer maintains. (Reports shall be made within 30 days terminating maintenance.).

(e) Make a one-time submission, within 15 days of receipt of the FSEC request, of an actual program and/or its documentation. System program documentation shall be provided to the extent that it can be implemented by other users and should contain as a minimum the following:

- (1) A narrative;
- (2) User instructions which should include program interface requirements, system resource requirements, identity of the computer on which the software is operational, program language, the name, number and release of the system under which the software is operating, applicable data communications interface requirements and applicable error message descriptions, with recommended corrective actions;
- (3) A broad logic flowchart to indicate the ease of removal or addition of program modules;
- (4) Sample inputs and outputs; and

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(5) Program listing of the source and object coding as well as available cross-reference listings generated by the applicable assembler or compiler.

(f) Notify FSEC of technical problems with software submitted to or obtained from FSEC within 15 days of detection of the problem.

Note: The submitting agency will not be responsible to another agency for the maintenance of software submitted to FSEC that has been implemented in another agency. The reports required by this FPMR have been cleared in accordance with FPMR 101-11.11 and are exempt from reports control.

**§ 101-32.1608 Arrangements and guidelines for use of the Software Exchange Program.**

(a) Agencies having requirements for software that they plan to acquire from commercial sources shall screen existing Federal ADP software resources by reviewing the Federal Software Exchange Catalog or by obtaining assistance from FSEC to meet its software requirements.

(b) Programs or systems listed in the Federal Software Exchange Catalog are available through FSEC which will contact the contributing agency for the requested documentation and/or programs. The contributing agency shall send the documentation and a copy of the program on either tape or cards to FSEC only once per program.

(c) FSEC will make a copy of both the documentation and the program to be kept on file for future requests. FSEC will provide the software package to the requesting agency at the published price.

**§ 101-32.1609 Effect on the software procurement process.**

(a) When an agency is unsuccessful in obtaining the required software from those available through FSEC, the usual procedures for the procurement of software; i.e., submitting GSA Form 2068, Request for ADP Services, or submitting

an Agency Procurement Request (APR), will be followed. In these instances, the provisions of § 101-32.203-2 apply to the development of custom software services, and the provisions of § 101-32.404 apply to proprietary software packages.

(b) The agency shall include a certification statement on GSA Form 2068 or on the APR that FSEC was screened unsuccessfully on a specified date. A delegation of procurement authority will not be granted if such certification is not provided.

**§ 101-32.1610 Form availability.**

Supplies of Standard Form 185 may be obtained by submitting a requisition in FEDSTRIP/MILSTRIP format to the GSA regional office providing support to the requesting activity.

**§ 101-32.1611 Federal Software Exchange Catalog availability.**

The Federal Software Exchange Catalog of common-use programs and systems may be obtained from the National Technical Information Service, Springfield, VA 22151. Revisions to the catalog will be published quarterly.

**§ 101-32.1612 Software Exchange Program review.**

GSA will review FSEC after it has been operational for a period of 6 months, and at least annually thereafter, to determine the efficiency of operations, effectiveness of mission, and significance of software cost avoidance realized.

**§ 101-32.1613 Assistance by GSA.**

Assistance in any phase of the Software Exchange Program covered by this subpart may be obtained by contacting the General Services Administration (GSA), Washington, DC 20405, or the appropriate regional Agency Services Coordination Division.

(NEXT PAGE IS 3241)

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DD/A Registry

77-1207

Approved For Release 2005/11/29 : CIA-RDP80-00473A000400020001-9

4 MAR 1977

MEMORANDUM FOR: Executive Officer, DDA

FROM : Thomas B. Yale  
Director of Finance

SUBJECT : Recommendation of the Inspector General  
Survey of the Directorate of Administration

REFERENCE : DDA 77-0739 dated 9 February 1977

1. As requested in referent, we have identified the following requests for assistance from other agencies which are generally continuing in nature and for which precedent as to legality and propriety has previously been confirmed.

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c. The replenishment of agent cashier's accounts, check deposits, check printing, fund withdrawals, CIARDS investments, and other business with the Treasury is continuing in nature and generally does not create a situation that would require OGC approval as stated in referent.

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d. Discussions with NSA concerning continuing  
[redacted]  
established approved arrangements and should not  
require further OGC review.

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25X1      2. We realize the preceding interagency matters do not  
impact only on resources of the Office of Finance. Obviously,  
[redacted] matters affect all directorate resources  
across the board and we have included them as examples of  
focal point administration by the Office of Finance. As you  
know, the Assistant Director for Liaison, Office of Finance,  
is responsible for the fiscal integrity of interagency  
agreements. In that capacity, he is expected to insure on my  
behalf that such agreements have been approved by the proper  
authority, have been coordinated between all parties, and  
are so constructed as to be fiscally manageable.

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1 MAR 1977

MEMORANDUM FOR: Deputy Director for Administration

FROM : James H. McDonald  
Director of Logistics

SUBJECT : CIA Assistance to Other Government Components

- REFERENCES : (a) Memo dtd 10 Feb 77 to DDA fr D/L,  
same subj (OL 7 0478)
- (b) Multiple Adse Memo dtd 9 Feb 77 fr EO/DDA,  
Subj: Recommendation of the Inspector  
General Survey of the Directorate of  
Administration (DDA 77-0739; OL 7 0674)
- (c) Memo dtd 7 Sept 76 to DDA fr D/L, same  
subj (DDA 76-4509; OL 6 4467)

1. In response to reference (b), the combined requirements of references (a) and (c) by and large establish the parameters of the Office of Logistics' involvement in rendering assistance to other Government components. Official cognizance will be taken of new requirements as they arise.

2. Activities commonly practiced in support provided other Government components include, but are not limited to, the following categories (ordnance support is provided only [redacted])

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a. Materiel support consisting of Agency-peculiar items;

b. Materiel support consisting of [redacted]

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c. Support of experimental, developmental, and/or research activities of mutual benefit;

d. Materiel/service support under provisions of the Economy Act;

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SUBJECT: CIA Assistance to Other Government Components

e. Materiel support involving protective and/or defensive items for use in hazardous areas of the world;

f. Support of established facilities around the world which serve a mutual purpose;

g. Provide printing and photography support as covered by Memoranda of Understanding or Agreement;

h. Provide Agency-produced publications for sale through the Superintendent of Documents, U. S. Government Printing Office;

i. Provide technical or professional information and assistance of a nonsubstantive nature.

3. There is precedent as to legality and propriety of the support items listed herein. This list is rather comprehensive, and we see no need to expand in other areas at this time. We have received approval for all categories except 2i above which was requested in reference (a).

/s/ James H. McDonald

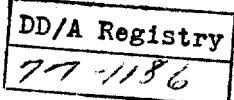
James H. McDonald

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PERS 77-674



3 MAR 1977

MEMORANDUM FOR: Executive Officer, DD/A

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : Recommendation of the Inspector General  
Survey of the Directorate of Administration

REFERENCE : Your memo of 9 Feb 77, same subject

1. This is in response to referent memorandum in which you request information concerning those common types of activities for which there is "precedent as to legality and propriety."

a. Position Management and Compensation Division:  
As is standard Government practice, our position classifiers maintain contact with the Civil Service Commission and other Government departments and agencies for the purpose of exchanging information on position classification. This activity was approved by the ADD/A on 22 October 1976 after a 19 October 1976 review by the Office of General Counsel.

b. Retirement Affairs: We have responded to inquiries from the [ ] Outplacement Division regarding how we are doing in the field of external employment assistance -- such queries are very infrequent.

c. Recruitment and Placement: We recently provided the FBI, after approval by the DDA, the Inspector General and the General Counsel, with information concerning our clerical recruiting and testing programs.

d. Benefits and Services: We respond to requests from the Office of Workers' Compensation Programs, Social Security Administration, Bureau of Retirement and Insurance/CSC, and the Veterans' Administration for information essential to resolving particular cases. Also, we have over the years provided safes to OWCP and BRI for secure storage of classified material concerning certain Agency employees.

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**Administrative - Internal Use Only**

2. We believe that responding to bona fide inquiries from other Government agencies in the field of personnel management and/or administration is of such practice in the United States Government as to fall within the category wherein there is "precedent as to legality and propriety" and that approval authority should be delegated in these instances to the Director of Personnel.

F. W. M. Janney

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STATINTL OD/Pers/  :jmm (3 Mar 77)

**CONFIDENTIAL**

4 MAR 1977

MEMORANDUM FOR: Executive Officer, DDA

FROM : Robert W. Gambino  
Director of Security

SUBJECT : Recommendation of the Inspector General  
Survey of the Directorate of Administration

REFERENCE : Memorandum from Executive Officer, DDA  
dated 9 February 1977, same subject  
(DDA 77-0739)

In accordance with your request in paragraph 2 of reference the following list is submitted representing those common types of activities involving assistance to other government agencies in which the Office of Security is engaged and where there is "precedent as to legality and propriety":

a. The Office of Security conducts security surveys at other government and quasi-government organizations to insure the existence of requisite facilities for the storage and control of Agency classified material and sensitive compartmented information. Examples of organizations involved are: Department of Agriculture, Bureau of Standards, Federal Reserve Board, Export-Import Bank, residence of the former Vice President, Intelligence Oversight Board, National Archives and Records Service.

b. The Office of Security manages and partially staffs as a service of common concern to the Intelligence Community

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c. The Office of Security conducts computer security surveys and provides guidance and briefings on computer security to other federal departments and agencies on a request basis where the protection of intelligence information is involved.

d. Office of Security representatives on an ad hoc basis provide tutorial training in technical surveillance countermeasures to personnel of other Intelligence Community departments and agencies. In addition, technical surveillance countermeasures equipments are loaned on a memorandum receipt basis to such agencies on an ad hoc basis when a specific item in their inventory is lacking or temporarily in short supply.

e. On a request basis the Office of Security provides to components of the Department of Defense, the Department of State, the Department of the Treasury and other members of the Intelligence Community on the hostile technical surveillance threat and other countermeasure techniques and equipment. Many of these briefings are provided as an instructional session in established training courses.

f. The Office of Security on a request basis provides Denied Area Reality Briefings to other federal personnel who are undertaking official travel to the Soviet Bloc, the Peoples Republic of China, and other hazardous areas. In most cases the traveler has had access to sensitive intelligence information or is a senior officer in his own agency.



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h. The Office of Security provides indoctrination briefings for access to sensitive compartmented information to personnel from a variety of federal agencies outside the Intelligence Community including the Executive Office of the President and the Congressional Branch of Government.

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i. Representatives of the Office of Security participate in joint groups and interagency task forces addressing problems associated with the security of computer operations.

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k. As a service of common concern the Office of Security maintains a centralized data base identifying individuals throughout government and industry who have been approved and briefed for access to sensitive compartmented information.

l. On a request basis the Office of Security provides briefings and demonstrations to other government agencies on subjects involving the functional expertise of various areas of security interests, including (in addition to technical surveillance countermeasures and computer security, as already mentioned) physical security, etc.

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n. On an ad hoc basis the Office of Security makes accommodation purchases of equipment on behalf of other Intelligence Community agencies where the purchase results in a recognizable advantage to the U. S. Government.



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*for* Robert W. Gansine

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OTR 77-7179

4 March 1977

MEMORANDUM FOR: Executive Officer, DDA

FROM : Harry E. Fitzwater  
Director of Training

SUBJECT : Recommendation of the Inspector General  
Survey of the Directorate of Administration

REFERENCE : Memo fm EO/DDA to DTR, dtd 9 Feb 77; Same  
Subj. (DDA 77-0739)

1. The Deputy Director for Administration has previously delegated authority to the Director of Training to approve training for Department of Defense personnel which has become "routine and repeated." This covers primarily training in our Information Science courses.

[redacted] requested by a DDO area division. It also includes lectures, courses and workshops provided for the Defense Intelligence School and other DoD training activities.

2. There are several areas of activity within the Office of Training for which there is "precedent as to legality and propriety" to assist personnel from other government agencies. We routinely receive requests for [redacted] from the Departments of State and Treasury (Secret Service). Similarly, we have received permission on several occasions to enroll Secret Service and Library of Congress personnel in our Information Science courses. We have also recently received approval to provide language training for a military attache. Personnel from our Management and Administrative Training Branch occasionally lecture in management programs conducted by other government agencies, such as the Army Security Agency. We provide assistance in the form of lectures and briefings to a variety of groups visiting the Agency and to groups in their own buildings. We also receive requests occasionally for training films and documents from other government training organizations.

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: Recommendation of the Inspector General Survey of  
the Directorate of Administration

3. It would seem appropriate to request a delegation of authority to the Director of Training to (a) approve enrollment of personnel from other components of the Intelligence Community in OTR courses; (b) approve lectures and briefings to other U.S. Government groups; and (c) approve assistance in the form of training films and documents to other government organizations.

STATINTL

Harry E. Fitzwater

ADMINISTRATIVE - INTERNAL USE ONLY

25 February 1977

MEMORANDUM FOR: Executive Officer, DDA

THROUGH : Assistant for Information, DDA

FROM :   
Chief, Information Systems Analysis Staff

SUBJECT : ISAS Contacts with Other Government Agencies

REFERENCE : Memo to DDA Off. Directors from EO/DDA,  
dtd. 9 Feb. 77; Subj: Recommendation  
of the IG Survey of the Dir. of Admin.  
(DDA 77-0739)

1. With the exception of the Agency Archives and Records Center, ISAS branches' contacts with other Government agencies to date are not to render assistance but for liaison and information purposes only.

2. The Agency Archives and Records Center provides records storage facilities to the National Security Council in accordance with an agreement between Messrs. Allen Dulles and McGeorge Bundy signed 12 June 1961. We are currently storing and servicing 514 cubic feet of permanent material deposited by NSC (130 cubic feet of which were accessioned by ARC in January 1977).

3. At present we are carrying on extensive liaison with personnel from the National Archives and Records Service (NARS) who are rendering assistance to us in a number of areas associated with our 30-year declassification and review program. A great deal of additional liaison with other Government agencies is anticipated when this program becomes active as we are called to act on Agency documents that turn up in the files of numerous other Governmental agencies.

4. The Records Administration Branch and the Archives and Records Center maintain active and continuing liaison with NARS, GSA and Records Management Officers of other Government agencies in matters relating to records management standards, procedures and techniques.

5. The Micrographics Program Branch personnel represent the Agency in various federal working groups, i.e., IHC Micrographics Working Group, Federal Government Micrographics Council, Federal Government Word Processing Council, etc.

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SUBJECT: Recommendation of the IG Survey  
of the DDA

RESPONSES:

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DD/A Registry  
File 04M-2-L

DDA 77-0739

9 February 1977

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training  
Chief, Information Systems Analysis Staff

STATINTL

FROM :   
Executive Officer, DDA

SUBJECT : Recommendation of the Inspector General  
Survey of the Directorate of Administration

1. One of the Inspector General recommendations approved by the Acting Director concerns the delegation of approval authority for routine requests to provide assistance to other government agencies. The ADCI's memorandum on this recommendation reads:

Recommendation: That approving authority be delegated by DDA to subordinate levels in cases of routine administrative contacts with other government agencies.

The Office of General Counsel is currently reviewing its memorandum to the IG dated 27 July 1976 which stated that the Director had assured the Chairman of the Intelligence Oversight Board (24 April 1976) that OGC "will review each and every proposed request for Agency assistance to other government components  Annex E -- formerly ." This apparently has been the policy which we have been following since that time. I have been informally advised that at the conclusion of this review the Office of General Counsel will likely rule that only those requests covered by Paragraph (3) of Annex E,

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[ ] should be forwarded to the General Counsel for review. If that ruling is made, the DDA should identify all types of requests for assistance from other agencies which are within the categories in Paragraph (1) of Annex E, [ ] and/or for which there is precedent as to legality and propriety. The DDA should ask the General Counsel to concur in the designation of these types of requests as proper and in the delegation of authority to responsible officers with the Directorate of Administration to act on the same.

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2. Please submit those common types of activities for which there is "precedent as to legality and propriety." We will then ask the General Counsel to concur in the delegation of approval authority to provide such assistance to other government agencies. Your response would be appreciated by Friday, 4 March 1977.

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EO/DDA/[ ] 1m (9 Feb 77)

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